

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
DECEMBER 18, 2000**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, December 18, 2000, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by the committee chair, Mr. Daniel Bivins of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss today's agenda items and consider action items from the last meeting.*

**INTRODUCTIONS**

Mr. Bivins welcomed the committee members. The late Mr. Matt DeVito was remembered for his service and contributions to the Field Activities Committee and to the source testing industry. Mr. Bivins then reviewed the action items and agenda for today's meeting and began the discussion.

**AGENDA ITEMS**

**Revisions to Chapter 7 and Cross-Referencing to Other Chapters**

No action has occurred on the cross-referencing of Chapter 7 to other chapters of the NELAC Standard. Chapters 5 and 7 need to be compared to look for obvious issues and differences. Committee members are to send comments to Dr. Bart Simmons.

**Discussion of Sampling Standards Accreditation With Accreditation Authority**

Dr. Simmons and Mr. Bivins met with the Accreditation Authorities via teleconference on December 11, 2000. Topics discussed were: needed changes in scope of sampling standards, possibility of general sampling standard being put to a vote at the next meeting; and how many companies are expected to be accredited under the general sampling standard. Figure 1-3 was mentioned; perhaps field sampling needs to be associated with a different matrix.

A committee member suggested the Field Activities Committee next talk with the Program Policy and Structure Committee to ask how to incorporate field sampling into NELAC. Mr. Bivins and Dr. Simmons volunteered to speak with this committee and will report during the next teleconference. It was noted that the state of California may use the general sampling standard (if it is adopted) and the states of Florida and Oregon have interest in a sampling standard that goes beyond accreditation of laboratories. There was a recommendation to inquire as to what level of interest EPA's Office of Water has for the general sampling standards. Dr. Simmons will make the inquiry.

It was also noted that some laboratories may oppose a general sampling standard unless it is applicable to sampling firms, and not just to laboratories that also conduct sampling. The committee decided to discuss the topic at length with Florida and Oregon to discern their needs and to ask what they would like to see with respect to expansion of scope and in details of the implementation process. Dr. Simmons will arrange for a conference call with representatives of the states of California, Oregon, and Florida to occur sometime in the period January 16 through 19, 2001. Others, including Ms. Jeanne Hankins and Mr. Jerry Parr, will be invited to participate in the call. Meeting topics will include general sampling standard scope, language, and states' approach to implementation. The idea of creating a checklist on how the standard could be implemented was mentioned.

### **Propose Scope of General Sampling Standard**

This action item will be discussed further in the call to the states noted above. Mr. Peter Law is to continue to lead the effort to define the concept of mobile laboratories. Mr. Bivins will circulate information regarding mobile laboratories to those who will be on the upcoming conference call.

### **Joint Meeting with the Accreditation Process Committee**

A note has been sent to the Accreditation Process Committee asking for a joint meeting. No response received at this point.

### **Update on Air Source Emissions Task Team (ASETT) Subcommittee Activities and Documents**

Dr. Al Verstuyft, chair of the Environmental Laboratory Advisory Board (ELAB), has been asked for an update of plans and milestones of the ASETT subcommittee but there has not yet been a response. The Field Activities Committee should keep in close contact with ELAB and its ASETT subcommittee to encourage timely discussions and completion of documentation.

### **ISO 17025 References for General Sampling Standard**

The Field Activities Committee must prepare to incorporate ISO 17025 (by reference, unless NELAC is allowed to continue to use ISO language) into the proposed general sampling standard. This work should begin immediately after the upcoming Seventh NELAC Annual Meeting (NELAC 7) to be held May 22-25, 2001. The "notes" in the existing general sampling standard have been removed and incorporated in the text. Dr. Simmons will distribute the revised standard to committee members. He will also have glossary definitions ready and will send these out, too. By the time of the next general meeting, we should have full consent on materials sent to us thus far.

## **Field Activities Committee Membership and Officers**

An industrial sector member, with a background in source sampling and field/laboratory analysis, is being sought by the committee to replace the late Mr. DeVito on the committee. Mr. Bivins also announced that he will step down as chair of the Field Activities Committee as soon as a government-affiliated person can be recruited to replace him. Committee members are to send suggested names to Mr. Bivins.

## **NEXT MEETING**

The meeting adjourned at 2:02 p.m. The time for the next teleconference will be set after the date for the meeting with states is established.

**ACTION ITEMS  
FIELD ACTIVITIES COMMITTEE MEETING  
DECEMBER 18, 2000**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Send out Section 7.1.7 draft, glossary definitions, and Accreditation Process Committee discussions (Simmons)	Prior to next teleconference
2.	Monitor Environmental Laboratory Advisory Board actions and timetables of ASETT subcommittee (Bivins)	continuing
3.	Suggest two members for Field Activities Committee (all)	January 12, 2001
4.	Send comments on cross-referencing chapters to Dr. Simmons (all)	as soon as possible
5.	Arrange meeting with Program Policy and Structure Committee (Bivins, Simmons)	Prior to next teleconference
6.	Set up call with representatives from California, Oregon, and Florida and Mr. Parr and Ms. Hankins regarding general sampling standard (Simmons)	Mid-January
7.	Compose checklist and sampling assessment guide	parking lot
8.	Contact BoD re ISO copyright issue (Bivins)	prior to next teleconference
9.	Confer with Law on mobile laboratory assignment (Bivins)	prior to next teleconference



**PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
DECEMBER 18, 2000**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Bivins, Daniel (Chair)	U.S. EPA/OAR	T: (919) 541-5244 F: (919) 541-1039 E: bivins.dan@epa.gov
Darley, Robert	US Navy - NAVSEA Programs FO	T: (843) 764-7337 F: (843) 764-7360 E: darleyre@navsea.navy.mil
Davies, Jim	LA DEQ/Environmental Technology Division	T: (225) 765-0276 F: (225) 765-0617 E: james_c@deq.state.la.us
Dege, John (absent)	DuPont/Chemical Manufacturers Association	T: (302) 773-0900 F: (302) 774-1361 E: john.a.dege@usa.dupont.com
Dunn, Rick (absent)	Hach Company	T: (970) 669-3050 F: (703) 669-2932 E: rdunn@hach.com
Keith, Larry (absent)	Waste Policy Institute (WPI)	T: (678) 344-0001 F: (678) 344-2345 E: larry_keith@wpi.org
Law, Peter (absent)	Severn Trent Laboratories	T: (413) 572-4000 ext. 101 F: (413) 572-3707 E: plaw@stl-inc.com
Simmons, Barton	CA EPA, DTSC, Haz. Mat. Lab.	T: (510) 540-3112 F: (510) 540-2305 E: bsimmons@dtsc.ca.gov
Tintle, Andrew (absent)	FL Dept. of Environmental Protection	T: (850) 921-9733 F: (850) 922-4614 E: andrew.tintle@dep.state.fl.us
Eaton, Cary (Contractor Support)	Research Triangle Institute	T: (919) 541-6720 F: (919) 541-7215 E: wce@rti.org